

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

MEDICAID PUBLICATIONS COORDINATOR

I. INTRODUCTION

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to professional positions located at the Department of Health and Family Services, Division of Health, Bureau of Health Care Financing, which coordinate the publication of manuals, handbooks, policy bulletins, forms, and other material related to the Medicaid program. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

II. DEFINITION

This is professional work related to the publication of Medicaid program information. Positions allocated to this classification are located in the Policy and Medicaid Audit sections of the Bureau of Health Care Financing, and are responsible for coordinating the publication of Medicaid information as it relates to the communication of state program policies and requirements to, or the auditing and certifying of, approximately 32,000 Medicaid providers. Work is performed under general supervision.

Policy Section Medicaid Publications Coordinator: Position is responsible for coordinating and preparing all Medicaid provider publications, including analyzing, designing, developing, implementing, monitoring, and evaluating all provider publications (handbooks, bulletins, and updates) used by health care providers in the administration and provision of the full range of Medicaid services; identifying, analyzing, and resolving program policy issues leading to the preparation and final issuance of handbooks, bulletins, and updates through contacts with policy staff, fiscal agent, operations staff, medical consultant staff, individual providers, and provider and recipient relations staff; conducting special analyses and studies of Medicaid program policies as assigned by the unit or section chief, including the gathering of data and information, the analysis and evaluation of such data/information, and the development of reports and recommendations; and developing and maintaining an education and outreach program for recipients of Medicaid to ensure recipients understand their rights and responsibilities under the Wisconsin Medicaid Program and to facilitate their access to quality health care.

Medicaid Audit Section Medicaid Publications Coordinator: Position is responsible for leading the analysis, design, development, implementation, and monitoring of publications, manuals, communications, and forms used to certify and audit Medicaid providers; identifying and analyzing program policy issues leading to the development, preparation, and distribution of materials used by the Medicaid Audit Section; performing as liaison with policy staff, fiscal agent, individual providers, and provider and recipient relations staff to identify policy issues which need to be addressed or revised in section manuals and correspondence; analyzing complex program policy changes involving multiple provider types and services for review and discussion with policy and operations staff, fiscal agent groups, and, where appropriate, interest groups, leading to the revision of provider-specific audit manuals; presenting, explaining, and responding to questions on content, format, and interpretation of audit manuals, forms, and audit instruments from other bureau units, the fiscal agent, providers, the Office of Program Review, and the Department of Justice; acting as leadworker or project leader for developing options and plans, and effectively implementing procedures which ensure the timely certification of qualified providers in the Medicaid program; serving as bureau resource in researching policy issues and answering specialized inquiries regarding provider certification and auditing; leading the compilation, completion, and maintenance of an information and correspondence system for provider inquiries and complaints; participating in special projects and assignments related to the identification, analysis, and promulgation of Medicaid provider audit and/or certification activities; and representing the Department and the Bureau as a member of private/governmental groups to receive, analyze, and incorporate information to ensure currency in the health care industry, and to maintain a working relationship with such organizations to espouse audit concerns.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experiences which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created to describe positions which perform professional work related to the publication of Medicaid program information. This classification was created as a result of the Professional Program Support Personnel Management Survey, was made effective June 22, 1997, and was announced in Bulletin CC/SC-67. Positions allocated to this classification were previously classified as Administrative Assistant 5.

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